



**ANTIOCH PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES**

I. The regular meeting of the Board of Trustees of the Antioch Public Library District was called to order by President Thomas Hausman Tuesday, September 27, 2022 at 7:15 p.m. in the Schroeder Room at the Library.

Present:

- **Library Board Members: Paul Hettich, Susan Moore, Ann Kakacek, Becky Masik and Thomas Hausman**
- **Absent Board Members: Chris Riter**
- **Library Staff Members: Jennifer Drinka, Amy Blue, Becky Jacobson, Jeanne Thomas, Ivy Edran, (last two left at 7:32pm)**
- **Citizens: Marc Rogers, Cristina Bomben Allegrini, Helen Harold**

I. Secretary's Report/Approval of Minutes of Last Meeting

A. August 30, 2022 Board meeting Becky Masik moved, Paul Hettich seconded Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Becky Masik-aye, Tom Hausman-aye

B. August 30, 2022 Budget & Appropriation Hearing

Ann Kakacek moved, Paul Hettich seconded, Becky Masik-aye, Susan Moore-aye, Paul Hettich-aye, Ann Kakacek-aye, Tom Hausman-aye

C. August 8, 2022 Fundraising Committee meeting

Susan Moore-moved, Paul Hettich-seconded Ann Kakacek-aye, Becky Masik-aye, Susan Moore-aye, Paul Hettich-aye, Tom Hausman-aye

D. August 22, 2022 Fundraising Committee Meeting Susan Moore moved, Paul Hettich seconded, Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Becky Masik-aye, Tom Hausman-aye

III. Approval of Bills and Payroll

Susan Moore moved, Paul Hettich seconded. Tom clarified that a corrected bill list was sent out and Jennifer confirmed. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Becky Masik-aye, Tom Hausman-aye.

IV. Treasurer's Report

A. Operating Account: \$699,617.52 Small checkbook: \$735.33 Money Market: \$1,875,470.47 CD: \$8,171.06. Becky Masik spoke with the auditors. They asked questions about our controls and whether Becky had any concerns about fraud. She told them she did not have any concerns. They think it will be done and the report completed by the end of the year.

Tom proposed to suspend the agenda to go to Library Director's Report/ Personnel Changes for 5, 10 and 15-year awards and Unfinished Business B. Appoint One Trustee for Unexpired Two-Year Term and Presentation to Marc Rogers and his Wife. Ann Kakacek-moved, Paul Hettich seconded. Tom presented Marc with a cookie bouquet in honor of his new daughter. Resumed agenda with Helen Harold now as a board member.

V. President's Comments

Tom mentioned his granddaughter is getting married this Saturday and he is walking her down the aisle. He is writing a poem to celebrate the occasion.

VI. Notices and Communications

**A. Illinois State Historical Society Centennial Award letter and certificate
The Illinois State Historical Society sent us a letter and certificate honoring our centennial. We are certified as an Illinois Centennial Library District. We now have window clings attesting to this and we appear in their recent newsletter. They have wanted to have a celebration but have put it off until November 2023.**

**B. Letter from Illinois State Library re: Trustee vacancies
We got a letter September 8 from the Illinois State Library that there is a new law in place regarding board vacancies. The new rule is that the**

Library must appoint a trustee within 90 days or the State Library will appoint someone. We used to be able to operate without a full Board, but no longer.

C. Thank you from Nancy Schroeder

Thanking Jennifer for helping her find her parents and grandparents' resting places.

D. The Dog's Ear Staff E-Newsletter

Technical Services staff produce this delightful newsletter. Ann said she loves it; it gets better every time.

VII. Library Director's Report

Jennifer had a great time in Prince Edward Island. She thanked the staff for running the library in her absence, particularly Kathy Deaner and Becky Jacobson.

A. Overview of Reports

Physical circulation went up in August from July, which is unusual as August is normally slow. We issued 443 cards in August. Downloads were up 21% from July and 13% from last August.

The money from the foundation, approximately \$8,000, will be used for the garden walk.

Jennifer met with D117 Superintendent Jeff Feucht last week. He was impressed with the library and thanked us for having a place for teens. Nikki and Jennifer are meeting with Emmons tomorrow to discuss an IGA.

Audit is happening this week, and it is very busy.

B. 2021-2022 Annual Report is in the board packet.

C. April 4, 2023 Election Trustee Petitions are available and can be returned starting December 12 and ending December 19, Monday through Friday, 9-5 p.m. Tom went over which positions were up for election. All are 4-year terms.

Tom suggested that for the Winter Library newsletter each Board member write up their appreciation to the community for supporting our renovation and expansion. Because all the Board members (except for

Helen) have written paragraphs introducing themselves, this is another way for the Board to speak to the community. Becky Jacobson needs these by October 15.

D. Personnel Changes

- i. Sam Langford (5-year award), this happened earlier.
- ii. Ivy Edran (10-year award), this happened earlier.
- iii. Jeanne Thomas (15-year award), this happened earlier.
- iv. Grace Bergum, Page hiring
- v. Nora Samelson, Children's Associate Hiring
- vi. Katie McNatt, Teen Assistant hiring

Becky Masik moved that we approve the hiring of Grace Bergum, Nora Samelson and Katie McNatt, Paul Hettich seconded. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye.

VIII. Public Comment

A. Board Corner

Paul Hettich said his son had won a writing contest sponsored by the Reserve Officers' Association. He will be going to Washington DC to present his paper. This relates to the library because his son has researched here and attended library programs.

Becky Masik thanked everyone that covered when Jennifer was gone, especially Becky Jacobson.

Becky Masik encouraged everyone to attend the Speakeasy event on October 15.

B. Citizen's Comments None

C. Staff Comments None

D. Friends Report

Becky Jacobson gave the report. The Friends have gotten so much support from the business community for auction donations for the Fundraising Event. They are very organized and are excited about the event. We have gotten a great response from the business community.

IX. Unfinished Business

A. Capital Improvement Projects

i. Progress, schedule, upcoming Activities, Budget, Change Orders & Alternates-Masonry is all completed, the attached storage to the east is done, drywall is ongoing, painting is ongoing, fireplace is being framed, outside canopy is being installed, Live & Learn project: restrooms are demolished and being drywalled.

We are on schedule as previously submitted. Phase 1 will be completed by November. Phase 1B will be completed October 24. This is actually a bit ahead of schedule.

We are within budget.

ii. Construction Change Order Approval of Change Order #9 in the sum of \$13,853.89. This is the required fire dampers replacing the data cables from downstairs. Change Order #10 in the sum of \$23,343.67 to Henry Brothers. This is the west side masonry repair, take out, and reuse the brick pavers. Reusing the pavers will save about \$14,000. We will be sending out a letter to everyone who has a brick telling them about this, and offering them a new brick. This does not include engraving the bricks. We still have not touched the project contingency.

We have not discussed the alternates for windows. We want to take the windows off the table because there is still a lot of work left to go and we do not know what we will find on the west side. Marc did say that solatubes could be installed at any point, so if there is money left at the end of the project we can add solatubes. We also have some furniture left to order. Jennifer proposed that we add solatubes to workrooms that do not have any natural light.

Becky Masik moved to approve change order #9 in the amount of \$13,853.89 to Henry Brothers. Paul Hettich seconded Susan Moore-aye, Becky Masik-aye, Helen Harold-aye, Ann Kakacek-aye, Paul Hettich-aye, Tom Hausman-aye.

Becky Masik moved that we approve change order #10 in the sum of \$23,343.67 to Henry Brothers. Paul Hettich-seconded. Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Ann Kakacek-aye, Tom Hausman-aye.

Becky questioned whether the garden pavers were not included in the alternate garden path. The alternate will be less because of this.

iii. Henry Brothers Pay Application #7-Approval to issue payment for Henry Brothers Payment Application #7 in the sum of \$895,510.42.

Susan Moore moved to approve, Paul Hettich-seconded. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye.

iv. Planned Library Closure-Approval to close the Library for the move from Phase 1B to Phase 2 from October 24, 2022 thru November 4, 2022.

Susan Moore moved to close the Library from October 24 thru November 4, 2022, Paul Hettich-seconded. After discussion: Amended motion: we approve a tentative 14-day closure from October 24 to November 6 that might be modified at the discretion of the Library Director in consultation with the Board President. Paul Hettich-seconded.

Discussion: Cristina said the move was pushed back a week because some items will not be in for the original October 17 move. The exterior panes will not be in until November and they have not given a specific date. Interior windows will be available and the exterior will be plywood. To get light in, we will put in temporary plexiglass windows. The contractor can install the outside glass while we are open. Another problem is that some parts of the fire control system are not available. We are looking for workarounds for this—we will have to have it approved by the Village before occupancy. Furniture will start being installed the week of October 17. Shelving seems to be delayed but we will work through it. Library staff may well need the weekend after November 4 as well, because of the staff in-service on the fourth, as well as any issues that may come up during the move.

The next Board meeting will be while we are closed to the public, but we will station a staff meeting at the door if the public wants to attend.

Vote in favor of amended motion “at the discretion of the Library Director in consultation with the Board President”: Ann Kakacek-

aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye.

Vote in favor of original motion Library closed from October 24 to November 6: Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye.

B. Appoint One Trustee for Unexpired Two Year Term

This took place at the beginning of the meeting.

Susan Moore moved to add Helen Harold as Trustee for unexpired two-year term. Paul Hettich seconded. All voted aye.

Helen Harold was sworn in as a new Board member by Susan Moore. She is filling the seat recently vacated by Courtney Kotloski.

C. Library Director's Employment Contract (effective 10/24/2022)

Approving the Library Director's contract for the next 3 years. Ann Kakacek moved to accept Jennifer's contract for 3 years, Paul Hettich-seconded. Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye, Ann Kakacek-aye.

D. Fundraising Committee Report

Fundraiser takes place October 15 at the Valley Ridge Golf Course. The Woman's Club is doing a cake auction, the Friends are doing a silent auction, there will be a band, and a photo booth with a historic background. Seven restaurants will be serving. Tickets are on sale now. There are bricks and plants for sale and they will be for sale at the event as well. It is unclear what will happen with the Fundraising Committee after the garden walk is funded. The venue is changed—the VFW was double booked. Becky Jacobson stepped up to find another venue. The committee members are Carolyn Van Patten and Nancy Zitkus from the Woman's Club, Laura Fowler, Ruby Hall, and Melonnie Hartl from the Friends, Becky Masik from the Board, and Jennifer Drinka and Becky Jacobson from APLD staff. We are sending announcements to everyone we send Christmas cards to, as well as prior donors. Donations are coming in.

X. New Business

A. Set Date of Levy Hearing

Levy hearing will be held before the October 25 Board meeting. We will station a staff member at the door to let the public in since we will be closed for the move.

Becky Masik moved to set the Levy hearing for October 25.

Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Ann Kakacek-aye, Paul Hettich-aye, Tom Hausman-aye

B. Schedule Library Director's Annual Evaluation

Jennifer will submit her self-evaluation by the October Board meeting. Jennifer will do bullet point highlights for her evaluation rather than fill out the whole form. Each Board member will submit a paragraph about Jennifer and then present it to her in a closed session of the November board meeting. Tom would like the Board's comments to be mailed directly to his house so he can compile them. November's Board meeting is November 29. Tom would like everyone's comments by November 28.

Becky moved to complete Jennifer's evaluation between October 24 and November 28, mailed to Tom at 518 Gary's Drive, Antioch, IL 60002 and present to Jennifer on November 29, Paul Hettich seconded. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye

C. Appendix C: IT Associate-Studio

Sam will be in charge of the Studio as well as his current IT duties. This is a revised job description.

D. Appendix C: IT Associate-Workshop

This is the job description for the new position to supervise the Workshop.

Becky Masik moved to amend the IT associate job description and create the Workshop IT associate, Ann Kakacek-seconded. Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Ann Kakacek-aye, Tom Hausman-aye.

E. PMPER45: Communications and Use of Equipment

This is one policy combining two related policies into one.

Susan moved to approve and adopt the Communications and Use of Equipment Policy which will supersede the Use of Electronic and Telephone Equipment Policy and the Use of Cellular Phones/Library Phones Policy in the Employee Handbook, which were previously approved by this Board of Library Trustees. Paul seconded. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye.

F. In-service Day Closure: November 4, 2022 superseded by earlier closure for move.

G. Christmas and New Year's Holiday Time off Policy states that we need Board approval when the holidays fall on the weekends.

We would like to be closed the days of Christmas and New Year's holidays and then staff will take their four paid holidays elsewhere in the pay periods. Becky Masik moved, Paul Hettich seconded. Ann Kakacek-aye, Paul Hettich-aye, Susan Moore-aye, Helen Harold-aye, Becky Masik-aye, Tom Hausman-aye

XI. Closed Session if necessary

Closed session was not necessary.

XII. Adjournment

Susan Moore moved and Ann Kakacek seconded the motion to adjourn at 9:08p.m. All voted aye.



Susan Moore, Secretary